

U.S. Fish & Wildlife Service**Publications Approval Request and Control Document**

No final design or artwork will be done prior to approval.

To: Chief, Office of Public Affairs	From:	Date Submitted
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Section A – Proposed Publication

1. Title		2. Total Estimated Cost
3. Category <input type="checkbox"/> General Information <input type="checkbox"/> Scientific/Technical <input type="checkbox"/> Report/Plan <input type="checkbox"/> Newsletter <input type="checkbox"/> Other	4. Format <input type="checkbox"/> Brochure/Pamphlet <input type="checkbox"/> Book <input type="checkbox"/> Poster <input type="checkbox"/> Fact Sheet <input type="checkbox"/> Other	2a. Estimated Design/Layout Cost <input type="checkbox"/> In-house/Staff _____ <input type="checkbox"/> Contract _____
		2b. Estimated Printing Cost
		2c. Funding <input type="checkbox"/> FWS <input type="checkbox"/> Other (specify entity & amount) _____

5. Current Status of Project?

Section B – Justification1. Is the Secretary's name/signature to be used this publications? ☐ Yes ☐ No (if yes, written approval is *mandatory*. See 314 DM 4.5)

2. Give objective/reason for publication*

3. Is it integrated with other communication methods (i.e., video, intranet, internet, public service announcement, etc.)

☐ Yes ☐ No (If "yes" specify)*

4. Is it a cooperative effort with another federal agency, state/local agency, non-government or private entity?

☐ Yes ☐ No (If "yes" specify)*

5. If more than one color, justify*

6. Primary audience (be specific)*

Section C – Distribution1. Have distribution and promotion plans been developed? ☐ Yes ☐ No (explain)*2. Recommended sales ☐ Yes ☐ No (explain)*3. Does the publication require mailing? ☐ Yes ☐ No4. Will a mailing list be supplied? ☐ Yes ☐ No

5. In what format will the list be provided? (e.g., typewritten, adhesive labels, diskette)

6. Are there any special requirements? (e.g., first-class, fourth-class, Federal Express, inside delivery)

7. Quantities for free distribution

DOI Employees _____	Stock _____
General Public _____	Other _____
Organizations _____	Libraries _____
	(Not Depository)

Total Copies _____

8. Printing to be accomplished by:

☐ GPO – Washington, DC
☐ GPO – Region
☐ Other _____

9. Estimated date to be printed

*Attach additional sheets, if necessary

Section D – Format and Specifications

1. Size	2. Number of pages	3. Number of illustrations	4. Binding
5. Paper stock Cover _____ Text _____		6. Inks (colors) Cover _____ Text _____	

Section E – Responsible Individuals

1. Signature of Program/Project Officer	Phone	Date
2. Signature of Publications Coordinator	Phone	Date
3. Signature of Policy Review Official or Regional Director	Phone	Date
4. Signature of Editorial Review Official	Phone	Date
5. Signature of Technical Accuracy Review Official	Phone	Date

Section F – Washington Office Approvals

1. Signature of Printing Officer	Date
2. <input type="checkbox"/> Proposed Publication, Approved <input type="checkbox"/> Proposed Publication, Approved, except as noted <input type="checkbox"/> Proposed Publication Disapproved	
Comments:	

Signature Chief, Office of Public Affairs	Date
3. <input type="checkbox"/> Proposed Publication, Approved <input type="checkbox"/> Proposed Publication, Approved, except as noted <input type="checkbox"/> Proposed Publication Disapproved	
Comments:	

Service messages included in this publication:

☐ The U.S. Fish and Wildlife Service is a Federal agency whose mission, working with others, is to conserve fish and wildlife and their habitats for the continuing benefit of people.

☐ The Service helps protect a healthy environment for people, fish, and wildlife.

☐ The Service helps Americans conserve and enjoy the outdoors.

Signature National Outreach Coordinator	Date
4. <input type="checkbox"/> Proposed Publication, Approved <input type="checkbox"/> Proposed Publication, Approved, except as noted <input type="checkbox"/> Proposed Publication Disapproved	
Comments:	

Signature Assistant Director External Affairs	Date
5. Signature of Assistant Secretary – FNP (required if over \$10,000.00 dollars)	Date